

General Rules for Use of City Hall Facilities

These Rules and the City Hall Facility Request Form pertain only to parties interested in renting Reno <u>City Hall Facilities</u> including*:

Reno City Hall – 1 East 1st Street City Council Chambers (seats 120-130) 7th floor Caucus Room (seats 25-30)

RESERVATION INFORMATION – It is the City's policy that outside use of any City Hall Facility shall not interfere with the daily routine of any City activity or operation.

- All Renters must submit a City Hall Facility Request Form available by contacting the City Manager's Office (775) 334-2020. Forms are also available on the City's website (<u>www.cityofreno.com</u>) and via the City Hall Information Desk located on the 1st floor of 1 East 1st Street.
- Reservations for City Hall Facilities will only be accepted up to thirty (30) days in advance. Reservations will be taken on a first come, first serve basis and are subject to City Manager's Office staff approval. Reservations requiring security must be made at least one week in advance of use.

Priority of Use:

- 1. Reno City Council
- 2. Reno City Staff
- 3. Reno City Advisory Boards & Commissions
- 4. Other governmental entities
- 5. Non-profit organizations
- City Hall Facilities are closed on all designated City holidays.
- City Hall Facilities are available for rent from 7 a.m. to 10 p.m. daily.
- Cancellations may be made up to 24 hours in advance of the reservation to receive a deposit refund. Important: there will be no deposit refunds for cancellations made less than 24 hours from the reserved time.
- The City Manager's Office has the sole discretion to approve/disapprove the use based on the best interests of the City of Reno.

Please note: at any time, should the Homeland Security Advisory System Status (http://www.whitehouse.gov/homeland/) reach or exceed the "orange" (high) level, all outside

^{*}To reserve City-owned parks, gyms, community centers, Sky Tavern, and various other parks-related facilities such as the California Building, please contact: The City of Reno Parks, Recreation and Community Services Department at (775) 334-2262.

City Hall Facility reservations will automatically be cancelled and any deposits relating thereto refunded.

Fees/Deposit

- Groups may use available City Hall Facilities, at no charge during the regular days and hours City Hall is open; however, use during non-regular open hours or days will require security reimbursement of \$15/hour (two hour minimum).
- A refundable, \$50 deposit may be required within 24 hours of submitting a City Hall Facility Request Form. If applicable, the deposit shall be refunded to the Renter within 14 days of use of the City Hall Facility. Repeat Renters in good standing may have the deposit waived upon City Manager or designee approval.
- Renters failing to submit payment according to invoice conditions will be denied future use of City Hall Facilities.

City Hall Facility Use

- Smoking is not permitted in any City Hall Facility.
- Nothing shall be attached in any way to the walls, doors, floor, ceiling, fixtures or any other part of any City building.
- Per City policy, it is the Renter's responsibility for all set-up, takedown, and return of tables, chairs, and other equipment to their proper locations, and the Renter shall be responsible for general clean-up and removal of any debris. Renters who do not return the room to adequate condition will be denied future use of City Hall Facilities and may not receive a full refund of deposit.

Any group wishing to use the sound system in the Council Chambers must first obtain permission from the City Manager or designee. The system may only be operated by authorized City personnel and a fee to cover the City's cost may be charged to the Renter.

The applicant shall be responsible for any and all damage to the City's premises and property and shall be responsible for all actions, behavior and damages caused by their guest/attendees. The City is not responsible for accidents, injury, illness or loss of group or individual property.



City Hall Facility Request Form

1 East First Street – Reno, Nevada 89505 (775) 334-2020

- 1) Complete and sign City Hall Facility Request Form
- 2) If required, submit \$50 deposit to the **City Clerk's Office** at 1 East 1st St. 2nd floor (*334-2030*)
- 3) Submit City Hall Facility Request Form to City Manager's Office-1 East 1st St. 15th floor

	cil Chambers (l	· ·
Date Requested (include day of week):		
Time Requested (including prep.): From:	To:	
Meeting Purpose:		
Estimated Attendance: Secur	rity required #	hours (2 minimum):
☐ Sound system use requested – approved: _		
Contact Person:		
Government Entity or Non-Profit Organization:		
501(c)(3) Number		
Address:		
Phone:	Email:	
**************	*******	******
I hereby state that I have read the General Rules for Use of the identified City Hall Facility and agree to all rules therein stated therein. My organization agrees to indemnify, defend any claim made arising during or because of our use of the buinjury or illness sustained while participating in an activity at sole responsibility of the participants. I, the undersigned, horganization:	n stated and that the and hold the City of ailding. We will not h the building. I fully i	intended meeting meets all the criter Reno and its employees harmless fro old the City of Reno responsible for a understand that medical insurance is t
Signature of Renter	Date	
City use only:	Approved by:	Date:
	Donosit	¢

Deposit refund Security cost

Equipment cost

\$ \$